Regional Training Coordinator CWA California Training Initiative Training Request Flowchart

REGIONAL TRAINING COORDINATOR

Work with Regional Planning Unit (RPU) to agree and implement RPU Training Plans. Assist RPU to identify additional regional training needs.

Review training provider list (CTI, DOR, & Consultant) located on CWA & CWDB RPI portal to determine if training is available.

RTC can reference to the:

Regional Training Coordinator

Probing Questions Resource Sheet

that is available in the CWDB RPI

Portal to assist with training

logistics call. (Once in portal click on

Resources tab to access RTC tab)

If the RTC has been successful with setting up and determining training logistics and needs CTI contract developed, the RTC must send an email request to CWA and indicate in subject line, "CTI Logistics Confirmed – Contract Request"

*CWA will respond within 48-72 hrs.

If the RTC will like CWA to assist with setting up a conference call with the training provider, the RTC must send an email request to CWA and indicate in subject line, "CTI Conference Call Request" to set up a conference call.

If desired training is available, RTC must complete a <u>CTI Training Request Form</u> (Available on the CWDB RPI portal).

*RTC may contact trainer directly to obtain training logistics (listed at the bottom of this page), OR contact CWA to assist with setting up a conference call with the training provider.

Important RTC References for: Contacts, Websites, Resources and Links:

- CWA Matt Hidalgo: mhidalgo@calworkforce.org
- CWA Xue Lor: xlor@calworkforce.org
- CWDB RPI Portal: https://cwdb.ca.gov/regional-plan-implementation/ (Once in portal click on Resources tab to access RTC tab)
- CWA Training Provider List: http://calworkforce.org/CTI

If desired training is not available,
RTC must contact Matt at CWA via
phone/email to obtain
recommendations/assistance.
CWA will respond within 48-72 hrs.